



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

July 2, 2024

DIVISION MEMORANDUM
No. 315, s. 2024

TO: Assistant Schools Division Superintendent
Education Program Supervisors
Chiefs, CID/SGOD
Public Schools District Supervisors/Acting PSDS
Secondary and Elementary School Principals/ School Heads
District and Elementary Schools Administrative Officer II
Secondary Non-IU Administrative Officer II
District and Elementary Schools Bookkeeper
Secondary Non-IU Schools Bookkeeper

**2024 DIVISION ANNUAL PHYSICAL INVENTORY AND CONDEMNATION OF SCHOOL PPE AND
SEMI-EXPENDABLE PROPERTY**

1. Attached is the schedule for the "2024 Division Annual Physical Inventory and Condemnation of School PPE and Semi-expendable Property.
2. All books and self-learning modules (SLMs) distributed to Primary and Elementary Schools shall be accounted for by the District Administrative Officer II at their respective schools. They are no longer required to be brought to the district office for the Physical Inventory schedule.
3. District and Secondary Non-IU Administrative Officer II shall prepare the following forms for submission during the scheduled Physical Inventory of the school or district. However, soft copies of the RPCPPE, RPCSP, and RPCI should be forwarded via the provided link before the respective inventory schedule:
 - Three (3) copies of Report of Physical Count of Property, Plant and Equipment (Appendix 73 - RPCPPE) as of June 30, 2024
 - Three (3) copies of Report of Physical Count of Semi-expendable Property (Annex-A.8 - RPCSP) as of June 30, 2024 (for undistributed semi-expendable property)
 - Three (3) copies of Report of Physical Count of Inventory (Appendix 66 - RPCI) as of June 30, 2024 (for undistributed inventory items)



- Four (4) copies of Inspection and Inventory Report of Unserviceable Property (Appendix 74 - IIRUP)
- Four (4) copies of Inventory Report of Unserviceable Semi-expendable Property (Annex A.10 - IIRUSP)
- Four (4) copies of Waste Materials Report (Appendix 60 - WMR)

The following Property Forms shall be checked:

- Registry of Semi-expendable Property Issued (Annex A.4 - RegSPI)
- Property Acknowledgment Report (Annex 25 - PAR) – for items valued at 50,000.00 and above
- Inventory Custodian Slip (Annex A.3 - ICS) – for items below 50,000.00
- Property Card (Appendix 39 – PC)
- Semi-Expendable Property Card (Annex A.1 – SPC)
- Stock Card (Annex 22 – SC)

In the preparation of the above reports, the ACQUISITION COST per unit should be reflected. If the acquisition cost cannot be traced, the ASSESSED VALUE per unit shall be indicated in the “Unit Price” column.

4. Loss payments must be properly received by authorized personnel.
5. In compliance with DepEd Order No. 002, s. 2024, dated January 26, 2024, titled "Implementation Strategy on the Immediate Removal of Administrative Tasks of Public School Teachers," monitoring and evaluation of Administrative Officer II assigned to Elementary and Secondary Schools will ensure that AO II per KRA functions as Property Custodians in their assigned school. A template for this matter will be filled out during the Physical Inventory.
6. A district orientation on Custodianship Functions will be conducted during the Physical Inventory. Therefore, it is mandatory for IU Schools Administrative Officer II to attend their schedule.
7. The signing of SY 2022 – 2023 Administrator’s Clearance on Property Accountability shall be done immediately after the physical checking.
8. All PSDS, Principals, Head Teachers, SIC, and TIC who transfer to another school/district should return borrowed properties to the School Property Custodian before the issuance of School Clearance. Failure to comply shall be addressed accordingly.



9. Below is the committee for the 2024 Physical Inventory:

Chairperson : DR. LILIAN M. BALORIA
Vice-Chairperson : GABINA F. LADARAN, CPA



Members:

Physical Inventory - AMANDO S. RELAMPAGOS JR.
- CIPRIANO Q. QUICHO
- MARK ANTHONY M. ARANETA
- HERA A. REYES - alternate

- MARLON G. LACIA

10. Travel, incidental, accommodation expenses and per diem incurred by the Physical Inventory Team shall be charged to Division MOOE.

11. Immediate dissemination and compliance of this memorandum to all concerned is directed.


CASIANA P. CABERTE PhD., CESO VI
Schools Division Superintendent 



SCHEDULE OF ANNUAL PHYSICAL CHECKING 2024

DATE	ELEMENTARY	SECONDARY
July 29, 2024	San Isidro CES	Cabanugan HS, Cambansag HS
July 30, 2024	Antequera CES	Canlaas HS, Tupaz HS, Villa Aurora HS
July 31, 2024	Maribojoc CES Cortes CES	Busao NHS Lourdes HS, De Lapaz HS
Aug. 01, 2024	Loon North CES Loon South CES Venue: Loon North CES	Lopez-Dano-Simbajon HS, Loon North HS, Loon East HS
Aug. 02, 2024		Loon South NHS, Sandingan NHS, Gov. Jacinto Borja NHS
Aug. 05, 2024		Juanito-Paula Cruse HS, Hingotanan NHS, Ponciano L. Padin NHS, Maomawan IS
OVERNIGHT		
Aug. 06, 2024	Talibon I CES	San Isidro HS, Ponciano E. Leoligao HS, Sto. Niño HS
OVERNIGHT		
Aug. 07, 2024		Mahanay HS, Guindacpan HS, Modesto Autida HS, Calituban HS, Cataban IS
OVERNIGHT		
Aug. 08, 2024	Talibon II CES	Sikatuna National Agricultural High School, San Carlos HS
Aug. 09, 2024	Dauis CES Panglao CES Corella CES Sikatuna CES	Dauis NHS Felix E. Bompat HS Canangcaan IS, Oy HS - Loboc
Aug. 12, 2024		Pandanon HS - Getafe, Cabul-an HS - Buenavista, Cuaming HS - Inabanga
OVERNIGHT		
Aug. 13, 2024	Getafe I CES Getafe II CES Venue: Getafe II CES	Handumon NHS
Aug. 14, 2024	Buenavista I CES Buenavista II CES Venue: Buenavista I CES	Lubang HS, Buenavista Municipal HS
Aug. 15, 2024	Inabanga North CES Inabanga South CES Venue: Inabanga North CES	Inabanga North IS, Panghagban HS - Buenavista
Aug. 16, 2024	Clarín CES Tubigon East CES	Danahaw IS Cawayanan NHS
Aug. 19, 2024	Danao CES	Cantubod NHS, Francisco Dagohoy MHS, Taming NHS
Aug. 20, 2024	Sagbayan CES	Canmaya Diot HS, Clemente Borja MHS, Ubojan IS, Dagnawan IS - Inabanga
Aug. 22, 2024	Catigbian CES	Mantacida NHS, Hagbuaya HS, Haguilanan HS, JAPeR MHS - Sagbayan
Aug. 23, 2024	Balilihan CES	San Roque HS, Fatima NHS - Cortes, Loreto HS - Cortes
Aug. 27, 2024	Baclayon CES	Pamilacan HS
Aug. 28, 2024	Tubigon West CES	Tubigon West Central HS, Bagongbanwa HS
Aug. 29, 2024	Calape CES	Fermin Tayabas NHS, Candungao HS - San Isidro
Aug. 30, 2024	Albuquerque CES Loay CES Loboc CES	Hinawanan NHS, Loay NHS, Camayaan NHS
Sept. 02, 2024	Alicia CES	La Hacienda NHS, Cayacay HS, Katipunan HS

DATE	ELEMENTARY	SECONDARY
Sept. 03, 2024	Jagna CES	Faraon NHS, Lonoy Heroes MHS, Tubod Monte IS, Jagna HS
Sept. 04, 2024	Garcia-Hernandez CES	Garcia-Hernandez HS, Cayam HS, Abijilan HS
Sept. 05, 2024	Sevilla CES	Cambagui-Calinginan Norte NHS, Bayawahan NHS
Sept. 06, 2024	Bien Unido CES	Nueva Esperanza IS, Soom IS, Guinobatan HS - Trinidad
Sept. 09, 2024	Ubay III CES	Don Aguedo Reyes Maboloc MNHS, Hambabauran HS, Bulilis NHS, Ricardo O. Boyles Sr. NHS
OVERNIGHT		
Sept. 10, 2024	Ubay I CES	Erico B. Aumentado HS, Pedro O. Bernales NHS, Tipolo NHS
OVERNIGHT		
Sept. 11, 2024	Ubay II CES	Cagting HS, Tapal IS, Basiao HS, San Jose HS - Mabini
OVERNIGHT		
Sept. 12, 2024	Pres. CPG CES	Mayor Inocencio B. Mendez MHS, Bonbonon HS, Campamanog HS, San Jose IS, Sto Rosario IS
Sept. 13, 2024	Pilar CES	Estaca IS, Catagdaan HS, Lundag IS
Sept. 16, 2024	Sierra Bullones CES	Dusita HS, Bugsoc HS
Sept. 17, 2024		Nan-od HS - Sierra Bullones, Calabacita NHS - Jagna, Bangwalog HS - Duero, Cambuyo HS - Garcia-Hernandez
Sept. 18, 2024	Trinidad I CES Trinidad II CES Venue: Trinidad II CES	Kauswagan NHS, Kinan-oan HS
Sept. 19, 2024	San Miguel CES	Sebastian A. Jala MHS, Bugang NHS
Sept. 20, 2024	Dagohoy CES	San Miguel-Puertos HS, Pedro S. Budiongan HS
Sept. 23, 2024	Carmen II CES Carmen III CES Venue: Carmen III CES	Vallehermoso HS, Amb. Pablo R. Suarez NHS, Valeriano A. Ganas HS
Sept. 24, 2024	Carmen I CES	Ponciano F. Ramasola Sr. HS, Isabel S.J. Gujol MHS, Eugenio V. Amores MHS - Sagbayan
Sept. 25, 2024	Batuan CES	Quezon HS, Rizal HS, Campagao HS - Bilar
Sept. 26, 2024	Bilar CES	Canhayupon NHS - Dimiao, Mayor Pablo O. Lim MHS - Valencia
Sept. 27, 2024	Valencia CES Dimiao CES Lila CES	Anoyon HS, Anas HS
Sept. 30, 2024	Mabini CES	Concepcion NHS, Lungsodaan HS, Tangkigan IS, Abaca IS
Oct. 01, 2024	Candijay CES	Candijay NHS, Anoling HS, Tambongan NHS, Candijay Municipal HS
OVERNIGHT		
Oct. 02, 2024	Anda CES	Candabong NHS, Badiang NHS, Anda HS, Cogtong HS - Candijay
Oct. 03, 2024	Guindulman CES Duero CES	Mayuga NHS Duero NHS